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S E C T O R  
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## Patent

Attorney Docket: 261/007

**IN THE UNITED STATES PATENT AND TRADEMARK OFFICE**

In re Application of: ) **Group Art Unit: 2161**  
**Katrina L. DEWAR** ) **Examiner: (Not yet assigned)**  
Serial No.: 09/878,245 )  
Filed: June 12, 2001 )  
For: COMPUTER-IMPLEMENTED )  
SYSTEM FOR HUMAN )  
RESOURCES MANAGEMENT )

## TRANSMITTAL OF MISSING PARTS

Box Missing Parts  
Commissioner for Patents  
Washington, D.C. 20231

Sir:

**I. DOCUMENTS ENCLOSED:**

In response to the **NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION FILED UNDER 37 CFR § 1.53(b)**, which was mailed by the Patent Office on August 8, 2001, enclosed are:

- Power of Attorney:  Separate or  Combined with Declaration
- Assignment of the invention to \_\_\_\_\_, along with PTO Form-1595
- Copy of Notice to File Missing Parts of Nonprovisional Application
- Eleven (11) Sheets of Substitute Drawings (Figures 1-13)

## II. FILING FEES

Applicant claims small entity status pursuant to 37 CFR 1.27.

<b>BASIC FILING FEE:</b>						\$0.00
Total Claims	1	-	20	=	0	<input checked="" type="checkbox"/> \$18.00
Independent Claims	1	-	3	=	0	<input checked="" type="checkbox"/> \$84.00
Multiple Dependent Claims	\$270	(if applicable)			<input type="checkbox"/>	\$0.00
Surcharge 37 CFR § 1.16(e)	\$130	(if applicable)			<input checked="" type="checkbox"/>	\$130.00
<b>TOTAL OF ABOVE CALCULATIONS</b>						\$130.00
Reduction by $\frac{1}{2}$ for Filing by Small Entity. Note 37 CFR §§ 1.9, 1.27, 1.28.						<input checked="" type="checkbox"/> \$65.00
Extension of Time (from above)						\$0.00
Assignment -- \$40 (if applicable)						<input checked="" type="checkbox"/> \$0.00
<b>TOTAL FEES SUBMITTED HEREWITH</b>						\$65.00

## III. METHOD OF PAYMENT OF FEES:

A check in the amount of \_\_\_\_\_ is enclosed to cover the above fee(s).

Charge Lyon & Lyon's Deposit Account No. **12-2475** in the amount of **\$65.00**.

The Commissioner is authorized to charge Lyon & Lyon's Deposit Account No. **12-2475** for any fees required under 37 CFR §§ 1.16, 1.17 and 1.445 that are not covered, in whole or in part, by a check enclosed herewith and to credit any overpayments to said Deposit Account No. **12-2475**.

Respectfully submitted,

LYON & LYON LLP

Dated: October 9, 2001

By James T. Carmichael  
James T. Carmichael  
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**22249**

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## UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/878,245	06/12/2001	Katrina Dewar	261/007

CONFIRMATION NO. 3786

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## FORMALITIES LETTER



\*OC00000006397805\*

Date Mailed: 08/08/2001

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is missing.  
*A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.*
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 65.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

*A copy of this notice **MUST** be returned with the reply.*

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*LSAYSON*

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Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE